

TOWN OF FITZWILLIAM, NEW HAMPSHIRE
DRIVEWAY ENTRANCE CONSTRUCTION
POLICY AND PROCEDURE

1. An application to construct a driveway entrance to a Town road will be made to and approved by the Fitzwilliam Board of Selectmen, or their designated agent, prior to commencement of said driveway construction.
2. Where a building permit will be required, the application to construct a driveway entrance will accompany the building permit application.
3. A driveway permit will be issued only after an on-site inspection of the area by the Fitzwilliam Road Agent, accompanied by the Landowner or the Landowner's designated agent.
4. During the course of the on-site inspection the following items will be addressed and determinations made that are mutually agreeable to both parties.
 - a. Location of proposed driveway improvement, type of construction, culvert placement, drainage grades, as well as the type of surfacing materials required.
 - b. The driveway entrance will be constructed in such a manner that there will be a safe sight distance of two hundred (200) feet (100 feet in each direction from the centerline of the driveway at 3 ¾ feet above the road surface).
 - c. Grade of entrance will slope away from the road at one (1) inch /foot for the first twenty (20) feet or as necessary, to be determined by the Road Agent.
 - d. Culverts, where required, will be a minimum of fifteen (15) inches in diameter if corrugated or twelve (12) inches if smooth bore; with a gravel cover of twelve (12) inches or more; with headers of concrete or stone drop with inlets if required, or as necessary to be determined by the Road Agent.
 - e. Entrance surfacing will consist of the same or better materials as that of the Town road surfaces as determined by the Town road agent.
5. After construction approval has been granted and a permit issued, construction may proceed. During construction, NO logs, stumps, rocks, or other refuse will be placed in the Town Right-Of-Way.
6. Failure to complete a driveway entrance to the agreed upon Town specifications, after a reasonable length of time, may disqualify the applicant from any further permits of any sort to be issued by the Town until the terms of this permit are met by the applicant. Additionally, construction in violation of the above conditions shall be corrected immediately upon notification by the Town Official or the cost of removing the facility will be fully borne by the Landowner.